

## Action/Reason Code User Guide

| Action | Description | Reason | Description                              | Component        | When to Use                                                                                                                                                                                                                                                         |
|--------|-------------|--------|------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CNV    | Conversion  | CNV    | Conversion                               | Central Use only | Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.                                                                                                                                                          |
| DEM    | Demotion    | DCN    | Conversion                               | Central Use only | Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.                                                                                                                                                          |
| DEM    | Demotion    | INV    | Involuntary                              | Job Data         | Move a classified employee from a position in one class to a position in another class having a lower pay grade for disciplinary purposes or other good cause. K.A.R. 1-6-27; K.S.A. 75-2949                                                                        |
| DEM    | Demotion    | LIU    | In Lieu of Layoff                        | Job Data         | Move a classified employee who is exercising bumping rights to a position in another class having a lower pay grade in accordance with the agency layoff plan. K.A.R. 1-14-10                                                                                       |
| DEM    | Demotion    | USP    | Unsatisfactory Performance               | Job Data         | Move a classified employee from a position in one class to a position in another class having a lower pay grade for unsatisfactory performance of duties. K.A.R. 1-6-27; K.S.A. 75-2949                                                                             |
| DEM    | Demotion    | VOL    | Voluntary                                | Job Data         | At the classified employee's request, move the employee from a position in one class to a position in another class having a lower pay grade. K.A.R. 1-6-27                                                                                                         |
| DTA    | Data Change | AAC    | Acting Assignment on Classified Position | Job Data         | Appoint a permanent employee to an acting assignment when a classified position will be vacant more than 30 days (such as due to illness or lengthy recruitment process). See K.A.R. 1-6-29                                                                         |
| DTA    | Data Change | CNV    | Conversion                               | Central Use only | Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.                                                                                                                                                          |
| DTA    | Data Change | EPA    | Extend Probation for Appeal              | Job Data         | A probationary employee may appeal a performance review under certain circumstances. Use this code to extend an employee's probationary period for a limited period as is necessary for the appeal committee to prepare the final performance review. K.A.R. 1-7-11 |
| DTA    | Data Change | EPD    | End of Probation                         | Job Data         | Change an employee's Employment Status from probationary to permanent after entering the performance review in Plan Salaries. See K.A.R. 1-7-3                                                                                                                      |
| DTA    | Data Change | EXP    | Extend Probation                         | Job Data         | Extend an employee's probationary period for up to 6 additional months; must be prior to the end of the original 6 month probationary period. K.A.R. 1-7-4                                                                                                          |

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| DTA    | Data Change | EXT    | Extension of Acting Assignment                      | Job Data         | Extend an acting assignment beyond one year. See K.A.R. 1-6-29(e)                                                                                                                                                                                                                                 |
| DTA    | Data Change | IPP    | Change Temporary In-Grade Pay Increase to Permanent | Job Data         | Change an employee's temporary in-grade pay increase to permanent when circumstances require the increase to become permanent. Exec. Dir. 04-353                                                                                                                                                  |
| DTA    | Data Change | IPR    | Return from Temporary In-Grade Pay Increase         | Job Data         | Return an employee to the salary step the employee was on prior to a temporary in-grade pay increase. Exec. Dir. 04-353                                                                                                                                                                           |
| DTA    | Data Change | IPT    | Temporary In-Grade Pay Increase                     | Job Data         | Provide a temporary increase in pay by moving a classified regular employee from one step to another step on the same pay grade. Exec. Dir. 04-353                                                                                                                                                |
| DTA    | Data Change | IPX    | Extend Temporary In-Grade Pay Increase              | Job Data         | Extend a temporary in-grade pay increase when circumstances require the temporary increase to continue beyond the expected time. Exec. Dir. 04-353                                                                                                                                                |
| DTA    | Data Change | LOA    | Leave to Take Unclassified                          | Job Data         | Place an employee on leave of absence from a classified regular position in order to take an unclassified position. See K.S.A. 75-2947(c) and K.A.R. 1-9-6(e)                                                                                                                                     |
| DTA    | Data Change | OEB    | Open Enrollment-Ben Prgm Chng                       | Central Use only | Central use only. Used to update employee Benefit Program changes during the annual open enrollment process update.                                                                                                                                                                               |
| DTA    | Data Change | RET    | Return from Acting Assignment                       | Job Data         | Return an employee from a classified or unclassified acting assignment to their prior position. See K.A.R. 1-6-29                                                                                                                                                                                 |
| DTA    | Data Change | RFO    | Return From Overlapping                             | Job Data         | Return an employee to their previous position to avoid showing a demotion if the initial overlapping appointment was a promotion.                                                                                                                                                                 |
| DTA    | Data Change | STC    | Status Change                                       | Job Data         | Update data such as FICA and tax location.                                                                                                                                                                                                                                                        |
| DTA    | Data Change | UNA    | Unclass Assign KAR 1-9-6(e)                         | Job Data         | Appoint an employee to an unclassified position after placing them on leave of absence from a classified regular position. See K.S.A. 75-2947 (c) and K.A.R. 1-9-6(e)                                                                                                                             |
| DTA    | Data Change | UNC    | Unclass Act Asgn KSA 75-4315(a)                     | Job Data         | Appoint a classified or unclassified employee to an <u>acting</u> assignment on an unclassified position. If a classified regular employee, place the employee on leave of absence (DTA/LOA) prior to appointing to the unclassified acting assignment. See K.S.A. 75-4315(a) and K.A.R. 1-9-6(e) |
| DTA    | Data Change | XLT    | Extend Limited Term                                 | Job Data         | Extend a Limited Term appointment in accordance with K.A.R. 1-6-26a                                                                                                                                                                                                                               |

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| HIR    | Hire             | CNP    | Concurrent (Multiple) Position | Job Data         | Hire a current regular part-time employee into another part-time position. Percentage of time worked on all positions shall not exceed 100% except for a classified exempt employee holding one or more unclassified teaching or research positions in a state educational institution with appointing authority approval. K.A.R. 1-5-22 |
| HIR    | Hire             | CNV    | Conversion                     | Central Use only | Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.                                                                                                                                                                                                                               |
| HIR    | Hire             | HSH    | Hire Higher Step - Excep Qual  | Job Data         | Hire an employee with exceptional qualifications at a higher step if cannot employ the candidate at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualification directly related to the position. K.A.R. 1-5-8(b)(1)                                                           |
| HIR    | Hire             | HSL    | Higher Step (KAR1-5-8(b)(2)    | Job Data         | Hire an employee at a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)                                                                                                                                                                           |
| HIR    | Hire             | VAC    | Vacant Position                | Job Data         | Hire a person who is new to state service into a vacant position.                                                                                                                                                                                                                                                                        |
| LOA    | Leave of Absence | CNV    | Conversion                     | Central Use only | Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.                                                                                                                                                                                                                               |
| LOA    | Leave of Absence | HEA    | Health Reasons                 | Job Data         | Place an employee on leave without pay for health reasons. See K.A.R. 1-9-6                                                                                                                                                                                                                                                              |
| LOA    | Leave of Absence | MAT    | Maternity/Paternity            | Job Data         | Place an employee on leave without pay for maternity or paternity reasons. See K.A.R. 1-9-6                                                                                                                                                                                                                                              |
| LOA    | Leave of Absence | MOP    | Military Leave                 | Job Data         | Place an employee on leave without pay for military leave reasons. See K.A.R. 1-9-7a                                                                                                                                                                                                                                                     |
| LOA    | Leave of Absence | OTH    | Other                          | Job Data         | Place an employee on leave without pay for situations not covered by other available reason codes. See K.A.R. 1-9-6                                                                                                                                                                                                                      |
| LOA    | Leave of Absence | REG    | Regent                         | Regent use only  | For Regent use only.                                                                                                                                                                                                                                                                                                                     |
| LOA    | Leave of Absence | SEA    | Seasonal/Not scheduled to work | Job Data         | Place an employee on leave without pay for seasonal work or extended periods when the employee is not scheduled to work. See K.A.R. 1-9-6                                                                                                                                                                                                |
| LOA    | Leave of Absence | SOP    | Sabbatical/Professional Leave  | Job Data         | Place an employee on leave without pay who is taking sabbatical or professional leave. See K.A.R. 1-9-6                                                                                                                                                                                                                                  |

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| LOA    | Leave of Absence              | SWB    | Summer Leave with Benefits                       | Regent use only  | Regents use - Place an employee on leave without pay for summer months and continue benefits.                                                                                       |
| LTD    | Long Term Disability with Pay | LTD    | Long Term Disability With Pay                    | Regent use only  | Used for unclassified employees approved for disability under Board of Regents retirement programs.                                                                                 |
| PAY    | Pay Rate Change               | ADJ    | Adjustment                                       | Job Data         | Change the rates of pay for a group of unclassified employees that is unrelated to the unclassified merit process. For central use only for classified employees.                   |
| PAY    | Pay Rate Change               | COL    | General Increase (COLA)                          | Central use only | Used for General Increases (COLAS) authorized by legislation. Central use for CLA, WS salary plans.                                                                                 |
| PAY    | Pay Rate Change               | DEC    | Decrease - Disciplinary                          | Job Data         | Agency may reduce the pay of any employee one step by reason of a less than satisfactory rating. K.A.R. 1-5-20(a)(1)                                                                |
| PAY    | Pay Rate Change               | EQU    | Equity (Regents)                                 | Regent use only  | Regents use only                                                                                                                                                                    |
| PAY    | Pay Rate Change               | HSL    | Higher Step (KAR1-5-8(b)(2)(A))                  | Job Data         | Change the rate of pay of an employee to a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2) |
| PAY    | Pay Rate Change               | BBP    | Between Band Increase Permanent                  | Job Data         | Regents use only                                                                                                                                                                    |
| PAY    | Pay Rate Change               | BBT    | Between Band Increase Temporary                  | Job Data         | Regents use only                                                                                                                                                                    |
| PAY    | Pay Rate Change               | IBP    | In Band Increase Permanent                       | Job Data         | Regents use only                                                                                                                                                                    |
| PAY    | Pay Rate Change               | IBT    | In Band Increase Temporary                       | Job Data         | Regents use only                                                                                                                                                                    |
| PAY    | Pay Rate Change               | IPI    | In-Grade Pay Increase                            | Job Data         | Provide a permanent increase in pay by moving a classified regular employee from one step to another step on the same pay grade. Exec. Dir. 04-353                                  |
| PAY    | Pay Rate Change               | MER    | Merit (Unclassified)                             | Job Data         | Merit Pool pay changes for eligible unclassified employees based on salary increase pool corresponding to the general increase to the classified pay plan.                          |
| PAY    | Pay Rate Change               | OTH    | Other (Unclassified)                             | Job Data         | Pay changes for unclassified employees other than for merit or promotion.                                                                                                           |
| PAY    | Pay Rate Change               | RBT    | Return rate from Temporary Between Band Increase | Job Data         | Regents use only                                                                                                                                                                    |
| PAY    | Pay Rate Change               | RIB    | Return rate from Temporary In Band Increase      | Job Data         | Regents use only                                                                                                                                                                    |
| PAY    | Pay Rate Change               | REC    | Reallocation Per Job Study                       | Central use only | Central use only to insert a Job Data row when a position is reallocated due to a job study.                                                                                        |

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| Action | Description           | Reason | Description                    | Component        | When to Use                                                                                                                                                                                               |
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| PAY    | Pay Rate Change       | SPM    | Step Movement                  | Job Data         | System generated based on time on step requirements. Step movement for classified employees in the Executive Branch is currently frozen. Otherwise, see K.A.R. 1-5-7(c)                                   |
| PLA    | Paid Leave of Absence | INV    | Investigation (K.S.A. 75-2949) | Job Data         | Leave with pay when an employee is relieved of duties with pay pending an investigation. K.S.A. 75-2949; K.A.R. 1-2-74; K.A.R. 1-9-19                                                                     |
| PLA    | Paid Leave of Absence | JIN    | Job Injury (KAR 1-9-22)        | Job Data         | Leave with pay when an employee sustains a qualifying job injury. K.A.R. 1-9-22                                                                                                                           |
| PLA    | Paid Leave of Absence | LTD    | Long-Term Disability           | Regent use only  | Regents use only in conjunction with RTD earnings code for employees on long-term disability but no longer eligible to receive continued contributions to the Board of Regents Mandatory Retirement Plan. |
| PLA    | Paid Leave of Absence | LWB    | Leave w/Benefits               | Job Data         | Place an employee on leave with pay in order to comply with a Civil Service Board ruling that grants benefits and pay.                                                                                    |
| PLA    | Paid Leave of Absence | MWP    | Military Leave                 | Job Data         | Leave with pay for an employee in a regular position for active duty (K.A.R. 1-9-7b) or when called to state emergency duty (K.A.R. 1-9-7c).                                                              |
| PLA    | Paid Leave of Absence | SWP    | Sabbatical                     | Job Data         | Place an employee on leave with pay when an employee is relieved of duties with pay due to a sabbatical.                                                                                                  |
| POS    | Position Change       | APB    | Appointment Basis Chg (Regent) | Regent use only  | Regent use only                                                                                                                                                                                           |
| POS    | Position Change       | CNV    | Conversion                     | Central Use only | Central use only for changes associated with PeopleSoft upgrades. Agencies should not use this code.                                                                                                      |
| POS    | Position Change       | FND    | Funding Change                 | Position Data    | Update funding information.                                                                                                                                                                               |
| POS    | Position Change       | NEW    | New Position                   | Position Data    | Use only when adding a new position in SHARP.                                                                                                                                                             |
| POS    | Position Change       | PFC    | Percent/FTE Change             | Position Data    | Change the FTE associated with the position (i.e. Position is 1.0 and changes to .50)                                                                                                                     |
| POS    | Position Change       | PGC    | Pay Grade Change               | Position Data    | Assign position to a new pay grade as the result of a classification study conducted by the Division of Personnel Services pursuant to K.S.A. 75-2938.                                                    |
| POS    | Position Change       | PSC    | Position Status Change         | Position Data    | Inactivate (abolish) a position.                                                                                                                                                                          |
| POS    | Position Change       | RCD    | Change in Duties               | Position Data    | Assign a position to a different job classification due to a change in duties. K.A.R. 1-4-7                                                                                                               |
| POS    | Position Change       | RPJ    | Reallocation Per Job Study     | Central Use only | Central use only. Agencies should not use this code.                                                                                                                                                      |
| POS    | Position Change       | RPP    | Reallocation - Position Review | Position Data    | Assign position to a different job classification and new pay grade as the result of a position review conducted by the agency or DPS at the request of the employee or agency. K.A.R. 1-4-7              |

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| POS    | Position Change | RPS    | Reallocation Per AdHoc Study   | Position Data | Assign position to a new job code and classification when the existing classification is abolished as the result of an ad hoc classification study conducted by the Division of Personnel Services pursuant to K.S.A. 75-2938.                                                                                                        |
| POS    | Position Change | RRP    | Recruitment Purposes           | Position Data | Assign a position to a different job class and new pay grade for recruiting purposes due to lack of qualified candidates and no training class exists. K.A.R. 1-4-7 K.A.R. 1-4-2                                                                                                                                                      |
| POS    | Position Change | RTP    | Training Purposes              | Position Data | Use in accordance with K.A.R. 1-4-2, K.A.R. 1-4-7, K.A.R. 1-4-8, K.A.R. 1-6-22a (Training Classes) and K.A.R. 1-6-31 (Governor's Trainee Program) to temporarily reallocate a position to the lowest level class in a series when it serves as a training class for training a new employee or to use the Governor's Trainee Program. |
| POS    | Position Change | TTL    | Title Change                   | Position Data | Use in accordance with K.A.R. 1-4-3 and K.A.R. 1-4-7 when a position is reviewed and the job classification changes to a new job classification on the same pay grade. Also use on Unclassified Job Code Changes to existing positions.                                                                                               |
| POS    | Position Change | UPD    | Position Data Update           | Position Data | Use for all situations not covered by other available reason codes (I.e. Position is assigned to a new Location Code, Department, change in Reports to Position Number, etc.).                                                                                                                                                        |
| PRO    | Promotion       | HSL    | Higher Step (KAR1-5-8(b)(2))   | Job Data      | Promote an employee at a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)                                                                                                                                                                     |
| PRO    | Promotion       | HSP    | Promote Higher Step-Excep Qual | Job Data      | Promote an employee with exceptional qualifications at a higher step if cannot employ the person at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualification directly related to the position. K.A.R. 1-5-13                                                             |
| PRO    | Promotion       | PRO    | Promotion New Position/Class   | Job Data      | Use when a classified employee moves to a different position with a job classification assigned to a higher pay grade. K.A.R. 1-5-13                                                                                                                                                                                                  |
| PRO    | Promotion       | TRN    | From Training Class            | Job Data      | Promote an employee from a training class upon meeting the minimum qualifications for the class and satisfactory performance of job duties, responsibilities and training requirements. K.A.R. 1-6-22a(d)                                                                                                                             |

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| Action | Description                   | Reason | Description                     | Component | When to Use                                                                                                                                                                                                                                                                                                                                                   |
|--------|-------------------------------|--------|---------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRO    | Promotion                     | UPR    | Unclassified Promotion          | Job Data  | Promote an employee from a classified or unclassified position to an unclassified position at a higher rate of pay. Also use when an unclassified employee's position has a job code or title change and the employee's pay increases.                                                                                                                        |
| REC    | Recall from Suspension/Layoff | REC    | Return From Suspension          | Job Data  | Return an employee who was on suspension for personal conduct, work performance, or safety violation. K.S.A. 75-2949                                                                                                                                                                                                                                          |
| REH    | Rehire                        | CNP    | Concurrent (Multiple) Position  | Job Data  | Rehire an active part-time employee into another part-time position. Percentage of time worked on all positions shall not exceed 100% except for a classified exempt employee holding one or more unclassified teaching or research positions in a state educational institution with appointing authority approval. K.A.R. 1-5-22                            |
| REH    | Rehire                        | HSE    | Higher Step Reemploy-Excep Qual | Job Data  | Rehire an employee (who is in a reemployment pool) with exceptional qualifications at a higher step if cannot employ the person at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualification directly related to the position. K.A.R. 1-5-8(b)(1)                                                 |
| REH    | Rehire                        | HSL    | Higher Step (KAR1-5-8(b)(2)     | Job Data  | Rehire an employee at a higher step due to a lack of candidates for a class of positions as authorized by the Director of Personnel Services. K.A.R. 1-5-8(b)(2)                                                                                                                                                                                              |
| REH    | Rehire                        | HSN    | Higher Step Reinst-Excep Qual   | Job Data  | Rehire an employee (who had permanent status and terminated within the previous year) at a higher step if they have exceptional qualifications and you cannot employ the person at minimum step. Exceptional qualifications are based on education, training, experience, skills and other qualification directly related to the position. K.A.R. 1-5-8(b)(1) |
| REH    | Rehire                        | HSR    | Higher Step Rehire-Excep Qual   | Job Data  | Rehire an employee at a higher step due to exceptional qualifications such as education, training, experience, and skills. K.A.R. 1-5-8(b)(1)                                                                                                                                                                                                                 |
| REH    | Rehire                        | REH    | Rehire                          | Job Data  | Rehire a former employee who has not had permanent status for more than 1 year.                                                                                                                                                                                                                                                                               |
| REH    | Rehire                        | REM    | Reemployment                    | Job Data  | Rehire an employee who was laid off. K.A.R. 1-6-23                                                                                                                                                                                                                                                                                                            |
| REH    | Rehire                        | RIN    | Reinstatement                   | Job Data  | Rehire an employee who had permanent status and terminated within the previous year. K.A.R. 1-6-30                                                                                                                                                                                                                                                            |



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| Action | Description       | Reason | Description                                     | Component        | When to Use                                                                                                                                |
|--------|-------------------|--------|-------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| RET    | Retirement        | REG    | Regular Retirement                              | Job Data         | Enter for all employees that Retire from the State of Kansas.                                                                              |
| RFL    | Return from Leave | RFL    | Return From Leave                               | Job Data         | Return an employee from leave of absence (with or without pay) to their prior position.                                                    |
| RFL    | Return from Leave | SLR    | Summer Leave Return                             | Job Data         | Return an employee from Summer Leave with Benefits.                                                                                        |
| SUS    | Suspension        | DAC    | Personal Conduct                                | Job Data         | K.S.A. 75-2949                                                                                                                             |
| SUS    | Suspension        | ILA    | Work Performance                                | Job Data         | K.S.A. 75-2949                                                                                                                             |
| SUS    | Suspension        | SAF    | Safety Violation                                | Job Data         | K.S.A. 75-2949                                                                                                                             |
| TER    | Termination       | CNV    | Conversion                                      | Central Use only | Central use only. Used for changes associated with PeopleSoft upgrades. Agencies should not use this code.                                 |
| TER    | Termination       | CON    | Personal Conduct                                | Job Data         | Terminate an employee on grounds of personal conduct detrimental to the state service. K.S.A. 75-2949                                      |
| TER    | Termination       | DEA    | Death                                           | Job Data         | Use when an employee's job ends due to the employee's death.                                                                               |
| TER    | Termination       | ELT    | End of Limited Term                             | Job Data         | Terminate an employee at the end of a limited term position. K.A.R. 1-6-26a                                                                |
| TER    | Termination       | ETM    | End of Temporary                                | Job Data         | Use when an employee's temporary job ends and the employee is not moving to a regular position. See K.A.R. 1-6-25                          |
| TER    | Termination       | HSP    | Term-Hospital Authority EEs                     | KUMC use only    | Used only by University of Kansas Medical Center                                                                                           |
| TER    | Termination       | IPD    | Inability to perform the duties of the position | Job Data         | Terminations per K.S.A. 75-2949e(1) where the employee is no longer able to perform the position duties.                                   |
| TER    | Termination       | LA1    | Layoff - Shortage of Work/Fund                  | Job Data         | Terminate an employee due to a layoff resulting from a shortage of work or funds. K.A.R. 1-14-7 (a)(1)                                     |
| TER    | Termination       | LA2    | Layoff - Incumbent Rtns Leave                   | Job Data         | Terminate an employee due to a layoff resulting from the reinstatement of an employee returning from authorized leave. K.A.R. 1-14-7(a)(2) |
| TER    | Termination       | LA3    | Layoff - Incumbent Rtn Per CSB                  | Job Data         | Terminate an employee due to a layoff resulting from the reinstatement of an employee per Civil Service Board orders.                      |
| TER    | Termination       | LA4    | Layoff - Other                                  | Job Data         | Terminate an employee due to a layoff for reasons not otherwise listed.                                                                    |
| TER    | Termination       | LA5    | Layoff - Agency Closure                         | Job Data         | Terminate an employee due to a layoff resulting from agency closure.                                                                       |



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| TER    | Termination | LA7    | Layoff-Non State Job Hire     | Job Data      | Terminate an employee who received a layoff notice but was able to find employment outside of the State prior to the actual layoff occurring.                                                                                             |
| TER    | Termination | LIC    | Lack of License/Authorization | Job Data      | Terminate an employee due to failure to obtain or maintain a current license or certificate or other authorization required to practice a trade, conduct a business or practice a profession. K.S.A. 75-2949e                             |
| TER    | Termination | PRB    | Original Probationary Term    | Job Data      | Terminate an employee prior to the end of their original probationary period.                                                                                                                                                             |
| TER    | Termination | RS0    | Resign - Other                | Job Data      | Terminate an employee in good standing who resigns for a reason not otherwise listed. K.A.R. 1-11-1                                                                                                                                       |
| TER    | Termination | RS1    | Resign - Family Reasons       | Job Data      | Terminate an employee in good standing who resigns for family reasons. K.A.R. 1-11-1                                                                                                                                                      |
| TER    | Termination | RS2    | Resign - Job Abandonment      | Job Data      | Terminate an employee based on a presumed resignation due to unauthorized absence from work for 5 consecutive working days without a satisfactory explanation. K.A.R. 1-11-1(c)                                                           |
| TER    | Termination | RS3    | Resign - Health Reasons       | Job Data      | Terminate an employee in good standing who resigns for health reasons. K.A.R. 1-11-1                                                                                                                                                      |
| TER    | Termination | RS4    | Resign - Personal Reasons     | Job Data      | Terminate an employee in good standing who resigns for personal reasons. K.A.R. 1-11-1                                                                                                                                                    |
| TER    | Termination | RS5    | Resign - Other Position       | Job Data      | Terminate an employee in good standing who resigns due to accepting employment outside of state service. K.A.R. 1-11-1                                                                                                                    |
| TER    | Termination | RS6    | Resign - Mutual Consent       | Job Data      | Termination agreed to by the employer and the employee. K.A.R. 1-11-1                                                                                                                                                                     |
| TER    | Termination | RS7    | Resign - Return to School     | Job Data      | Terminate an employee in good standing who resigns to return to school. K.A.R. 1-11-1                                                                                                                                                     |
| TER    | Termination | RS8    | Resign - Dissatisfied w/Work  | Job Data      | Terminate an employee in good standing who resigns because they are dissatisfied with the work. K.A.R. 1-11-1                                                                                                                             |
| TER    | Termination | RS9    | Resign - Dissatisfied w/Pay   | Job Data      | Terminate an employee in good standing who resigns because they are dissatisfied with pay. K.A.R. 1-11-1                                                                                                                                  |
| TER    | Termination | RSN    | Resign - Insufficient Notice  | Job Data      | Terminate an employee who fails to provide written notice of resignation at least two weeks before their last day at work. K.A.R. 1-11-1(a)                                                                                               |
| TER    | Termination | SEP    | Separation w/o Leave Payout   | Job Data      | Terminate an Empl Rcd for an employee who is still actively employed on a benefits eligible position on another Empl Rcd number. This action/reason code combination prevents the automatic payout of accumulated vacation leave credits. |
| TER    | Termination | TAF    | Transfer to Affiliate         | KUMC use only | Used only by University of Kansas Medical Center                                                                                                                                                                                          |

## Action/Reason Code User Guide

| Action | Description | Reason | Description                                 | Component | When to Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------|-------------|--------|---------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TER    | Termination | TNR    | Not Reappointed/Continued                   | Job Data  | Terminate an unclassified employee who is not reappointed to a position.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| TER    | Termination | UNS    | Unsatisfactory Work Performanc              | Job Data  | Terminate an employee with permanent status on grounds of deficiencies in work performance. K.S.A. 75-2949                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|        |             |        |                                             |           | <p><b>Classified:</b> Classified employee moves to a different classified position (within an agency or between agencies) with the same job classification or a job class with the same pay grade. K.A.R. 1-6-24</p> <p><b>Unclassified:</b> Unclassified employee moves to a different unclassified position (within an agency or between agencies) at a similar or lower rate of pay.</p> <p><b>Between Services:</b> Employee moves from either branch of service (Classified or Unclassified) to a position in the other branch of service at a similar or lower rate of pay.</p>    |
| XFR    | Transfer    | EER    | Employee Request                            | Job Data  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| XFR    | Transfer    | ERI    | Employer Request with In-Grade Pay Increase | Job Data  | <p><b>Classified:</b> The appointing authority moves a classified employee to a different classified position (within the same agency) in the same pay grade at a higher step. K.A.R. 1-5-14(c)</p>                                                                                                                                                                                                                                                                                                                                                                                      |
| XFR    | Transfer    | ERR    | Employer Request                            | Job Data  | <p><b>Classified:</b> The appointing authority moves a classified employee to a different classified position (within an agency or between agencies) in the same pay grade and step. K.A.R. 1-6-24</p> <p><b>Unclassified:</b> The appointing authority moves an unclassified employee to a different unclassified position at a similar or lower rate of pay.</p> <p><b>Between Services:</b> The appointing authority moves an employee from either branch of service (Classified or Unclassified) to a position in the other branch of service at a similar or lower rate of pay.</p> |
| XFR    | Transfer    | HSP    | Higher Step (K.A.R. 1-5-14)                 | Job Data  | <p><b>Classified:</b> Within the same agency , transfer an employee to a position in the same grade at a higher step.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| XFR    | Transfer    | LIU    | In Lieu of Layoff                           | Job Data  | Transfer an employee who would otherwise be terminated due to layoff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |